R•I•T
Rochester Institute of Technology

Assessment, Technology, and Communications
Graduate Assistantship

Job Description:

Assessment, Technology and Communications in the Division of Student Affairs is looking for a motivated, hard-working Graduate Assistant to join our team. The Graduate Assistant will support the Assessment Manager with a variety of projects including managing and analyzing data, as well as creating charts, graphs and written reports. In addition, depending on the skills and interests of the successful applicant the Graduate Assistant will have the opportunity to work with other areas of the department including communications, marketing, and technology initiatives.

The Graduate Assistant will work 10 to 15 hours per week throughout the academic year.

Specific work hours are flexible and will be arranged directly with the successful applicant.

A successful candidate will have:

- Proficiency with Excel and PowerPoint
- Clear written and verbal communication skills
- Strong work ethic and willingness to learn
- Professionalism, including an ability to handle confidential and sensitive information

Candidates will benefit from experience with one or more of the following:

- Experience or proficiency with statistical software (e.g. SPSS, NVivo)
- Experience or proficiency with design software (e.g. Photoshop, InDesign)
- Experience with formal report writing and preparation
- Experience with statistical analysis